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~~CONFIDENTIAL~~

10 July 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Workload Data and Accomplishments - FY 1964

1. Division Strength:

We began the year with an authorized strength of 36; six officers, four civilians, and 26 enlisted personnel. We ended the year with 33 authorized and assigned; five officers, four civilians and 24 enlisted.

2. Workload Data:

a. A net increase of approximately 16 percent in the overall number of personnel administered by MMPD was realized during Fiscal Year 1964. A detailed breakdown by military service is shown at Tab "A". As projected in the FY 1963 report, the total strength of the Army, Navy and Marine Corps personnel detailed to the Agency remained relatively constant and the strength of the Air Force increased

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(1) The consolidated (all services) requisition actions working as of 30 June 1963 and 30 June 1964 are submitted for comparison purposes:

	30 June 63	30 June 64
Replacement		
New Position		
TOTAL		

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Activity in the area of procurement dropped during the year to a level of only thirty seven (37%) percent of the actions working on 30 June 1963. The decrease was a result of the manpower ceiling freeze imposed in December 1963, the anticipated discontinuance of the

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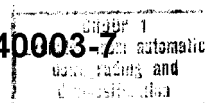
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25X9A2 the reassignment of the [redacted] functions to the Air Force, the forecasted close-out of [redacted] and the entrance on duty of [redacted] military personnel in excess of our 30 June 1963 assigned strength.

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b. The mobilization and planning workload for FY 1964 consisted of a screening of all departing Agency employees with the view of earmarking qualified personnel for the Agency Civilian Reserve Program, updating of Area and Contingency Plans, establishment of controls over Agency Reservists, both enlisted and commissioned, not previously controlled, administering the military deferment program for Agency employees departing CONUS and returning from overseas. The Reserve Administration and training workload consisted of conducting seven (7) sessions of the two-week military reserve training course in counterinsurgency at [redacted]. One hundred and fifty two (152) reservists participated in this training during the period. Forty three (43) scheduled inactive duty training sessions were conducted at Headquarters Building. A comparison of the Reserve unit strength as of 30 June 1963 and 30 June 1964 is attached at Tab "B".

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3. Significant Accomplishments:

a. As a result of the reduction in force and after considerable study of the organization of MMPD, I eliminated the Manning Branch (the procurement activity) and reorganized the Army and Air Force Branches. The Army Branch, which also has responsibility for the Navy and Marine Corps, and the Air Force Branch now accomplish all actions on a military detailee - from the requisition phase to separation. The organization is functioning smoothly and efficiently.

b. The C/MMPD visited all locations in the Far East, Near East, and Europe where military detailees are stationed to observe morale, living and working conditions and the quality of productivity. All station chiefs indicated high satisfaction in the caliber and quality of military personnel assigned to their stations.

c. Arrangements were made in July 1963 with [redacted] to provide the Agency with guard service at [redacted] in the amount of sixteen (16) air policemen. The service was approved and the action implemented during the remainder of the year. Military personnel are considered to

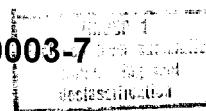
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be "detailed for duty with" the Central Intelligence Agency within the meaning of Public Law 85-861 under the provisions

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6 April 1960. As such, these personnel are not formally detailed and do not occupy Agency manpower spaces.

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d. On 1 January 1964, Detachment

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This action resulted in the reassignment and loss from the Agency of all assigned personnel except one officer and six airmen. The net loss of personnel as a result of discontinuance of the detachment between 30 June 1963 and 1 January 1964 was three (3) officers and twenty seven (27) airmen.

e. The Air Force Automated Data Processing machinery located in the MMPD has been more fully utilized through integration of Agency procurement systems with our ADP capability. This has resulted in the development of more effective management tools to satisfy Agency manning and procurement requirements.

f. The mechanization of the Air Force personnel records system has progressed during the past year on a controlled schedule. The contemplated program is approximately forty percent (40%) completed.

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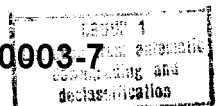
4. Plans and Objectives for Fiscal Year 1965:

a. As of the end of Fiscal Year 1964, there was an overall increase of sixteen (16) percent (from

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in the total number of personnel administered, while at the same time there was a reduction of assigned personnel to this division from [REDACTED]. Any further reduction in the number of personnel assigned to this division can only be made with an attendant elimination or reduction in services to the operating components. It is my strong belief that this division has reached the absolute minimum number of personnel necessary to maintain the high degree of efficiency presently demanded.

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b. The Air Force Branch schedule for mechanization of military personnel records system contemplates an 80% completion goal by 30 June 1965. We anticipate no difficulty in achieving all established goals.

c. By 1 January 1965, it is anticipated that [REDACTED]

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[REDACTED] will be discontinued. This will result in 10 officers and seven airmen being reassigned within the Agency, and 12 officers and 47 airmen being returned to the Air Force.

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d. It is expected that during the 2nd quarter, FY 1965, the [REDACTED] project will phase out which will result in one officer and 21 enlisted personnel being returned to the Army.

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e. The recent Department of the Army decision to initiate a program for Military Occupational Specialty Evaluation testing of all enlisted personnel in their secondary, as well as primary, MOS could have a significant impact on the Army Branch. Based on experience gained from the primary MOS evaluation testing over the past five years, we believe we can administer the program without too much difficulty although there will be additional travel involved.

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g. It is estimated that the level of operations and the strength of military detailees will remain substantially at the present level during FY 1965.

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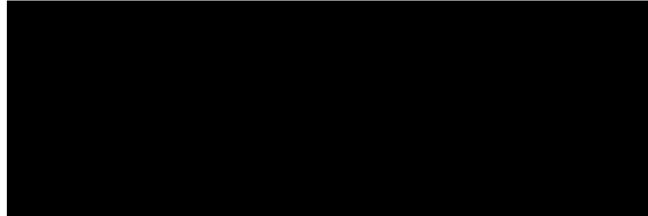
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5. No specific plans or objectives have been formulated for Fiscal Year 1966 beyond satisfying military personnel requirements imposed by the Agency.



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Colonel Armor
Chief, Mobilization and
Military Personnel Division

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GROUP 1
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